

PURPOSE: This form is to be used for pre-approval of a course or continuing education unit that an individual plans to take to satisfy renewal/reinstatement requirements for Professional, Master, Type B-Regular or Type C-Regular certificates issued on SEPTEMBER 2, 2011 OR LATER.

Only request pre-approval if the course or the continuing education unit you are planning to take does not have a clear connection to your employment that requires a teaching, administrative, or special services certificate, your endorsement areas, or a program that leads to an additional endorsement under 4 AAC 12.395 on a teacher, administrative, or special services certificate issued by the Alaska Department of Education & Early Development.

DIRECTIONS: Determine if the new renewal requirement applies to you. PRIOR TO ENROLLING IN A COURSE OR REGISTERING FOR A CONTINUING EDUCATION UNIT, complete this form and submit it to the Teacher Certification Office. Within approximately 2 weeks, you will receive notice of pre-approval or denial.

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ORGANIZATION/	UNIVERSITY	City	State						
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		Employme Endorsem	☐ Endorse	dorsement Program					
Description:									
Explanation:									
Yes No	The course or workshop described above has been pre-approved	by the Teache		ition Office for r	enewal credit.				
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Description:									
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Yes No	The course or workshop described above has been pre-approved	by the Teache	er Certifica	ition Office for r	enewal credit.				
Signature:			Date:						

STEP THREE: Mail, email or fax this form to:

Department of Education & Early Development Teacher Education and Certification—Renewal Credit Pre-approval
801 West 10th Street, Suite 200,
PO Box 110500 Juneau, AK 99811-0500

Email address: <u>tcwebmail@alaska.gov</u> Fax: (907) 465-2441

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